2. Access the Families Ending Participation Report

From the MTCS Main Menu,

• Use your mouse to click on the words 'MTCS Reports'

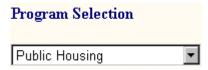


The MTCS Selection Menu appear s on your screen.

2.1. Program Selection

From the Selection Menu, you must select one of the programs listed below to view this report.

- 1. Public Housing
- 2. Indian Mutual Help
- 3. Indian Rental
- 4. Section 8 Moderate Rehabilitation
- 5. All Offices of PIH Programs
- 6. Public & Indian Housing
- 7. Indian Housing
- 8. Section 8 Certificates & Vouchers
- Use your mouse to select a 'program' from the drop-down box



2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to select the 'level of information'
 - 1. National
 - 2. State
 - 3. Field Office
 - 4. Metropolitan Area
 - 5. County
 - 6. City or Locality
 - 7. Housing Agency
 - 8. Project
 - 9. Congressional District

National

Summary Report 2

* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Families Ending Participation Report

After you complete the 'level of information' selection,

• Click on the 'Report Menu' button

The MTCS Report Menu appears on your screen.

• Use your mouse to select the Families Ending Participation report

Families Ending Participation

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